

# California Energy Commission



**CLASSIFICATION:** ENERGY COMMISSION SPECIALIST II (TED)

**TENURE:** Permanent

**TIME BASE:** Full-Time

**REISSUED**

**SALARY:** \$5,309 - \$6,404  
(Salary will be adjusted accordingly to comply with furlough program.)

**LOCATION:** Energy Efficiency Research Office  
Energy Research and Development Division

**FINAL FILING DATE:** Until Filled

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent will be required to work alone, work within a team, or lead an interdisciplinary team, utilizing a personal computer and appropriate Commission software such as word processing and analytical software, electronic mail and the Internet. The incumbent will also be required to organize, lead and/or participate in meetings, task forces, technical working groups and advisory committees with other Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform tasks in the higher difficulty and complexity range as follows:

- ☐ **Technical Evaluation.** Serve as the lead technical specialist and prime resource to identify, analyze and evaluate highly complex research and development issues related to improving the energy efficient design, tools, construction and development of building envelopes and fenestration in the PIER Buildings End-use Efficiency area. The Incumbent will review and evaluate energy-related systems and energy efficient technologies in the residential and commercial market sectors and identify needed research, involving development of tools, technologies, and strategies, market support and technical assistance to ensure wider adoption of energy efficient building envelope and fenestration approaches. Provide expert guidance, consultation and direction on highly complex technical energy issues within the PIER Buildings Efficiency area. Assist the PIER Buildings Efficiency team lead in the formulation and refinement of guidelines, standards, policy options and core area program initiatives for building envelopes and fenestration, for consideration by the Deputy Director for Energy Research and Development, the Executive Office, Commissioners, and the Legislature, and other stakeholder agencies.
- ☐ **Project Management.** Identify and help implement, organize, and manage the most sensitive and highly complex energy efficiency related technical and scientific projects and contracts. Develop work statements, budgets and measureable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the contract agreements. Synthesize information from multiple sources and serve as the project leader for research associated with energy efficient building envelopes and fenestration. Identify energy efficiency related R&D needs and their potential to help achieve California's energy policies and objectives. Coordinate with local, regional, state, and federal government entities, utilities, and other stakeholders to facilitate the coordination of public interest energy policies and objectives, and other research programs and studies.

RPA#580-033

OVER

OK DP 8/30/11

POS#535-580-4185-007

The California Energy Commission is an EQUAL OPPORTUNITY EMPLOYER – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. For more information about the above, and other programs at the California Energy Commission, visit our website at [www.energy.ca.gov](http://www.energy.ca.gov).

- ☐ **Proposal Evaluation.** Manage and conduct solicitation planning and development activities. The incumbent will review proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives, and evaluate the skill, experience and ability of the project team to complete the technical tasks within the budget and schedule, move the results into the marketplace, and determine the adequacy of project funding. The incumbent will prepare written findings of such evaluations for use by a technical scoring committee.
- ☐ **Research Dissemination.** Prepare written reports and disseminate research findings at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony and comments within the incumbent's area of expertise on highly technical problems at hearings and proceedings sponsored by the Legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to energy efficiency RD&D.
- ☐ **Perform other duties** as required consistent with the specifications of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- ☐ Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- ☐ Ability to communicate complicated information in a simple, consumer-friendly manner.
- ☐ Ability to coordinate interdisciplinary projects.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

Training and Development assignments may be considered.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Debbie Powers (RPA#580-033)  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 654-4305

**California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired**  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922